



USAID/West Africa is looking for a Ghanaian National for the position of **Accounting Technician**. The position is located in the Budget and Accounting Division, Regional Office of Financial Management (ROFM), USAID/West Africa. The position will be responsible for performing the full range of B&A Division support functions to the Clients (Teams, Missions, and Embassies) to which assigned.

Duties and Responsibilities (including but not limited to):

- Maintains financial accounting records for programs and activities, both project and non-project.
- Meets periodically and on a quarterly basis with each technical officer, Team Leader, Client Management, and Embassy Personnel to review the status of each project and administrative support instrument. .
- Assists Client Management in planning and monitoring personnel and administrative support operations including reviewing and compiling major cost elements of the administrative support operations.
- Maintains accounts and controls over program and operating funds allotted to the Client unit.

(Please contact the HR Office for a detailed job description)

Education & Prior Work Experience: Post Secondary School training in Business Studies of Accounting (Diploma) is required. A University Degree in Business Economics, Business Management or accounting is preferred, plus two to four years of experience in accounting, book-keeping or a closely related field.

Skills and abilities: Must have the ability to analyze numerous Accounting records and determine the need for various types of entries and adjustments; to reconcile and balance accounts; and to relate the purpose and objectives of projects to their costs and fiscal requirements. Ability to utilize data processing techniques, and Computer skills as well as excellent interpersonal skills is also required.

Salary Range: GH¢ 8,223 - 12,333 (depending on qualification and experience)

Selection Criteria

1. Management will consider nepotism/conflict of interest, budget and residence status in determining successful candidacy
2. Current employees serving a probationary period are not eligible to apply

ACCOUNTING TECHNICIAN

USAID/West Africa

P.O. Box 1630, Accra, or No. 24 Fourth Circular Rd., Accra

Or by Email: acpersonnel@usaid.gov

CLOSING DATE: February 20, 2009

(Please note that only short-listed applicants will be contacted)